Introduction to Narrative/Print SAR

CMS Net Web users can create narrative entries. To view and print narrative entries, the user must go to CMS Net and access the narrative options.

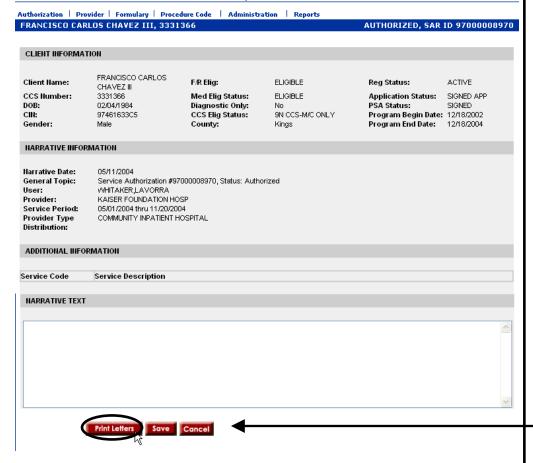
Objectives

At the completion of this section, you will be able to:

- Add a narrative entry in CMS Net Web.
- Print a SAR and SAR cover letters during the authorization process

17.1 Print Letters

1. To Print Letters from the Narrative, click the "Print Letters" button.



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The "Print Letters" button will pop-open a new window and generate the following documents depending on the highlighted selections in the Distribution List box:

- Cover Letter for the Family
- Cover Letter for the distribution selections
- Copies of the Service Authorization

Notes

Whatever action was taken to access the Narrative (authorize, deny, cancel, or extend), the user has the option to print the corresponding letter.

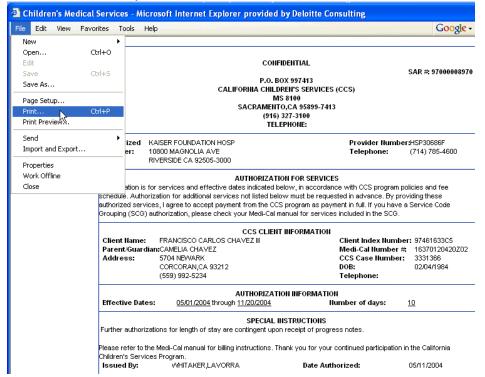
The number of selections clicked in the "distribution" drop down will determine how many sets of letters will be produced.

Make sure to select "print letters".

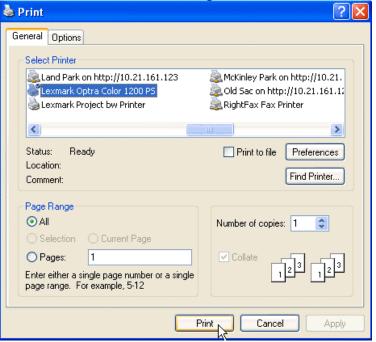
If not selected, no cover letters will be generated only the SAR itself.

Notes





3. Click "Print" on the Print dialog box.



17.2 How to Create a Narrative Entry in CMS Net Web

Entries can be updated to the Narrative when a SAR has been:

- Entered
- Authorized
- Denied
- Cancelled
- Extended

17.2.1 Entry into the Narrative Page

After the user enters, authorizes, denies, cancels, extends, or modifies a SAR, the user will be taken to the Narrative page.



Notes

